# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOREWORD</td>
<td>2</td>
</tr>
<tr>
<td>FINANCIAL PRINCIPLES AND AUDIT POLICY</td>
<td>3</td>
</tr>
<tr>
<td>INVESTMENT POLICY</td>
<td>5</td>
</tr>
<tr>
<td>CONFLICT OF INTEREST POLICY</td>
<td>7</td>
</tr>
<tr>
<td>WHISTLEBLOWER POLICY</td>
<td>8</td>
</tr>
<tr>
<td>DOCUMENT RETENTION AND DESTRUCTION POLICY</td>
<td>9</td>
</tr>
<tr>
<td>POLICY FOR DETERMINING COMPENSATION</td>
<td>11</td>
</tr>
<tr>
<td>REIMBURSEMENT GUIDELINES</td>
<td>12</td>
</tr>
<tr>
<td>PURCHASING PROCEDURES</td>
<td>14</td>
</tr>
<tr>
<td>ACCOUNTS RECEIVABLE</td>
<td>15</td>
</tr>
<tr>
<td>ANNUAL BUDGET PROCESS</td>
<td>17</td>
</tr>
<tr>
<td>CASHIERING POLICY</td>
<td>19</td>
</tr>
<tr>
<td>CHASE PLATINUM BUSINESS PURCHASING CARD</td>
<td>23</td>
</tr>
<tr>
<td>SECTION ISSUED CELL PHONE</td>
<td>25</td>
</tr>
<tr>
<td>MEMBERSHIP DUES ASSESSMENT</td>
<td>28</td>
</tr>
<tr>
<td>ADDITIONAL GUIDELINES</td>
<td>31</td>
</tr>
<tr>
<td>APPENDICES</td>
<td>34</td>
</tr>
</tbody>
</table>
FOREWORD

This financial policies and procedures manual is meant to provide direction and guidance to all personnel involved with the California Interscholastic Federation Los Angeles City Section and its member schools. Many of the policies in this manual have been adopted by the state California Interscholastic Federation (CIF) and the CIF Los Angeles City Section Executive Committee, and can be changed only according to the procedures delineated in the Constitution and Bylaws for the CIF Los Angeles City Section.

In addition, there are procedures recommended by the state CIF and Section staff, and are meant to carry out the intent and direction of those policies adopted by the Executive Committee.

Interpretations of policies and/or procedures may be requested from the Budget and Finance Manager. Proposals to change and/or add to the current policies and procedures should be directed to the Budget and Finance Manager or the Commissioner.

This manual will support the internal operations of the Section Office and member schools of the CIF Los Angeles City Section.

NOTE: The Financial Procedures Manual will be distributed annually to the Executive Committee.
1. GUIDING PRINCIPLE FOR FINANCIAL OPERATIONS
It is recognized that all funds handled by the California Interscholastic Federation Los Angeles City Section (hereafter CIFLACS), or any of the CIFLACS entities, are monies designed for the enhancement and administration of athletics for the students and the member schools within our Section.

2. PRINCIPLES GUIDING POLICY DEVELOPMENT AND APPLICATION
The following principles should guide the formulation and administration of financial policies within the CIFLACS. All financial policies and regulations adopted apply to all CIFLACS entities and to all CIFLACS personnel unless a specific distinction has been recognized and authorized in writing. An adequately financed program of competitive athletics is essential for high school youth to receive a well-rounded education.

A. It is the intent of these policies to develop a bright line definition of what is and is not appropriate. Therefore, these policies are written as unambiguously and published as widely as possible. These principles and policies apply to all CIFLACS entities.

B. Financial information at all levels should be kept on a computer data base for easy access, appropriate administration, and accountability to local constituencies as well as the State CIF and auditors. The Commissioner and Budget and Finance Manager shall have access to each related database, software program, and/or online resource profile.

C. Signature authority shall be granted to the Commissioner, Assistant Commissioner, and Budget and Finance Manager with regard to the disbursement of funds.

D. Two signatures are required for all expenditures over $500. Staff/elected officials shall not approve or sign their own pay or reimbursement forms.

E. All incoming funds shall be initially received and logged by the Administrative Assistant. Once logged, funds are then received and logged into the financial database for proper record-keeping by the Budget and Finance Manager. A monthly financial report will be distributed to the Commissioner in regard to current transactions and expenditures.

F. All fiscal accounting shall use generally accepted accounting principles when handling and disbursing funds.

G. All funds expended by CIFLACS must be budgeted and authorized. The League Commissioners and Sport Coordinators must have prior limited authorization for all expenditures.

H. No alcohol or tobacco shall be purchased or paid for out of any CIFLACS funds. CIFLACS funds may not be used for any personal gifts or loans.

I. All financial practices and information shall be open to review by CIFLACS members or other interested parties upon formal, written consent. CIFLACS financial records are public information.

J. The allocation of CIFLACS funds should be as simple and equitable as possible. An annual budget for each fiscal year should be prepared with the affected parties sufficiently involved so that they are a part of the process.

K. The CIFLACS should improve the degree to which participation in high school athletics are available to students of all economic and social stations.

3. POLICIES RELATED TO AUDITS
A. A yearly audit shall be conducted by reputable auditing firms with established expertise in dealing with school district and/or non-profit organization finances. The audits shall be based upon the principles contained in this document and conclude with a presentation by the auditor to the Executive Committee. All relevant documentation shall be distributed to the Executive Committee prior to the meeting to allow familiarization of the data in order to have a meaningful discussion with the auditor during the presentation. The audit shall not be edited or have its items altered or deleted by any person and must be presented and retained in its original form from the auditor.

B. The yearly audit shall consist of a complete examination and reassessment of present methodologies, procedures, and policies for the administration and control of CIFLACS funds as well as all financial flows associated with or relevant to the Section. CIFLACS assumes responsibility for the creation, implementation and compliance of financial policies, practices, and procedures for each league within the Section. As long as financial policies are in place, and as long as CIFLACS is satisfied that the leagues are adhering to these policies, a complete league audit may be waived. However, CIFLACS may require an audit of league financial records at any time.

C. The Section shall seek proposals from auditing firms on a cycle of three to five years. Procedures for auditing and the name(s) of the auditing firm(s) used shall be forwarded to the state CIF on a yearly basis.

4. MEMBERSHIP DUES

A. Member schools in the CIF Los Angeles City Section are assessed dues to cover the administration of each school's athletic program. Dues are assessed on an annual basis and the fee structure is based on three specific areas:

   (1) An administrative fee for services provided by the Section office.
   (2) A sport fee to assist with sport specific costs.
   (3) A playoff entry fee to assist with playoff expenses.

B. For an in depth description of membership dues and assessment policies, please refer to the Membership Dues Assessment.
INVESTMENT POLICY

1. GENERAL RESERVE
The CIF Los Angeles City Section shall create a general, unallocated reserve comprised of cash and investments to be set aside for unanticipated needs, for major purchases meant to enhance the organization’s assets, and to provide annually specified income to support the operating budget.

Decisions to use any part of the general, unallocated reserve shall be the responsibility of the Executive Committee in accord with this policy and the authority granted in the Gold Book’s bylaws and constitution.

2. INVESTMENTS

A. Policy Goal
It shall be the policy of the CIFLACS that investments are made to preserve the capital and maximize rate of return.

(1) Objectives
   a. Preservation of capital.
   b. Maximum rate of return.
   c. Investments made consistent with prudent principles.
   d. Provision of resources to allow CIFLACS to meet any major, unanticipated expense.
   e. Produce annual income to aid in annual budget needs.
   f. Balance in investments should be maintained to produce income, growth, and safety (sufficient limitations upon risks and protect the principal through diversification of assets and the setting of specific standards).

(2) Compliance with State and Federal Laws
Investments will be made in compliance with State and Federal Laws and Regulations.

(3) Permitted Investments
   a. Common and Preferred Stocks
   b. US Government Obligations
   c. Corporate Bonds
   d. Mutual Funds (Equity and Bond)
   e. Money Market Funds
   f. Purchase of Real Property
   g. International Investments (Equity and Bond)
   h. EFTs (Exchange Traded Funds)

(4) Prohibited Investments
   a. Securities on Margin
   b. Commodity Futures
   c. Derivative Securities
   d. Selling “Short”
   e. Leveraged Buyouts
   f. Venture Capital
   g. Private Placement
h. Limited Partnerships

(5) Return Focus
The CIF Los Angeles City Section is interested in the preservation of principal and current income, along with long-term growth in an attempt to keep pace with inflation. A moderate to conservative risk profile should be maintained.

3. REPORTING
The Executive Committee shall receive a report on current holdings and investments at each regularly scheduled meeting. It shall be the responsibility of the Commissioner to present this report or to designate responsibility for this report to an appropriate staff member. The Executive Committee will review the report and advise the Commissioner, or designee, on actions when deemed appropriate. Such reports should include a complete listing of holdings, investments, and cash, and should show profit or loss along with comparisons to appropriate benchmarks.

4. APPROVAL AND DIRECTION OF INVESTMENTS
Recommendations for purchase and/or sale of investments shall be made in accordance with the following process:

   A. Investment Advisor
      The CIFLACS may use the services of an investment advisor. Such an advisor shall report regularly to the Budget and Finance Manager (who will subsequently report to the Commissioner), and when requested, the Executive Committee. The investment advisor may counsel the Budget and Finance Manager with respect to recommended changes to the CIFLACS investment portfolio.

   B. Finance Committee
      The CIFLACS Finance Committee shall be comprised of Executive Committee officers (President and President-Elect), and one other Executive Committee member. The Budget and Finance Manager shall recommend portfolio changes, as needed, to the Finance Committee. The Finance Committee shall make its recommendation to the Executive Committee.

   C. Executive Committee
      The Executive Committee shall make final decisions with respect to purchases, transfers, and/or liquidation of portfolio assets. All investment decisions must be consistent with the goals and objectives of the CIFLACS Investment Policy.
CONFLICT OF INTEREST POLICY

1. DEFINITION
   A conflict of interest arises when a person in a position of authority over the organization may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy will focus on material financial interest of or benefit to such persons.

2. INDIVIDUALS COVERED
   Persons covered by this policy are the CIFLACS’s officers, commissioners, chief employed finance executive, and full-time office personnel.

3. FACILITATION OF DISCLOSURE
   Persons covered by this policy will annually disclose or update to the President of the Executive Committee their interests that could give rise to conflicts as defined above; such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

4. PROCEDURES TO MANAGE CONFLICTS
   For each interest disclosed to the President of the Executive Committee, the President will determine whether to (a) take no action, (b) assure full disclosure to the Executive Committee and other individuals covered by this policy, (c) ask the person to recuse from participation in related discussions or decisions within the Section, or (d) ask the person to resign from his or her position in the Section; if the person refuses to resign, become subject to possible removal in accordance with the Section’s termination policy. The Commissioner and Budget and Finance Manager will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President of the Executive Committee in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.
WHISTLEBLOWER POLICY

1. GENERAL
The CIF Los Angeles City Section requires employees to observe high standards of ethical behavior. As representatives of the CIFLACS, all such persons must practice honesty and integrity in fulfilling their responsibilities, and they must comply with all applicable laws and regulations.

2. REPORTING
It is the responsibility of all CIFLACS employees to perform ethically and to comply with policies relating to financial integrity, and to report material or suspected violations in accordance with this Whistleblower Policy.

3. NO RETALIATION
No employee who, in good faith, reports a violation shall suffer harassment, retaliation, or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary action up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees to raise serious concerns as expeditiously as possible within the CIFLACS, rather than remaining silent or seeking outside resolution.

4. COMPLIANCE
The Finance Committee is responsible for investigating and resolving all reported allegations concerning financial impropriety, and shall promptly advise the Executive Committee of such allegations and their findings. In addition, they are required to report to the Executive Committee at least annually on all compliance activity.

5. ACTING IN GOOD FAITH
Anyone making an allegation concerning a violation or suspected impropriety must be acting in good faith and have reasonable grounds for believing the information disclosed to be true. Any allegations which prove to have been made maliciously or knowingly false will be viewed as serious disciplinary offenses.

6. CONFIDENTIALITY
Allegations of impropriety may be submitted on a confidential basis or anonymously. Such allegations will be kept confidential to the extent possible, consistent with the need to conduct a thorough investigation. Any anonymous allegation must provide sufficient supporting data to permit adequate follow up. Anonymous allegations that are vague, ambiguous, and/or unsupported will be disregarded.

7. HANDLING OF REPORTED VIOLATIONS
The Finance Committee will acknowledge receipt of non-anonymous allegations within to business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.
1. RULES
CIF Los Angeles City Section staff, volunteers, member of the Board of Managers and Executive Committee, and outsiders (i.e., independent contractors) are required to honor these rules:

   A. Paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Administrative staff, or their equivalents.
   B. All other paper documents will be destroyed after three years.
   C. All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year.
   D. No paper or electronic documents will be destroyed or deleted if they are pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

2. TERMS FOR RETENTION

   A. Retain Permanently
      (1) Governance Records
          Charter and amendments, bylaws, other organizational documents, governing board and board committee minutes.
      (2) Tax Records
          Filed state and federal tax returns, reports and supporting records, tax exemption determination letter and related correspondence, and files related to tax audits.
      (3) Intellectual Property Records
          Copyright and trademark registrations and samples of protected works.
      (4) Financial Records
          Audited financial statements, and attorney contingent liability letters.

   B. Retain for Ten Years
      (1) Pension and Benefit Records
          Pension plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
      (2) Government Relations Records
          State and federal lobbying and political contribution reports and supporting records.

   C. Retain for Three Years
      (1) Employee/Employment Records
          Employee names, addresses, social security numbers, dates of birth, INS Form I-9, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
      (2) Lease, Insurance, and Contract/License Records
Software license agreements, vendor, hotel and service agreements, independent contractor agreements, employment agreements, consultant agreements, and all other agreements (retain during the term of the agreement and for three years after the termination, expiration, or non-renewal of each agreement).

D. **Retain for One Year**
   (1) **All Other Electronic Records, Documents, and Files**
   Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, and survey information.

3. **EXCEPTIONS**
   Exceptions to these rules and terms for retention may be granted only by the Section’s Commissioner or President of the Executive Committee.
POLICY FOR DETERMINING COMPENSATION

1. This policy regarding the process for determining compensation of CIF Los Angeles City Section staff applies to the following persons employed by the Section:

   A. Commissioner
   B. Assistant Commissioner
   C. Budget and Finance Manager
   D. Marketing Development Coordinator
   E. Administrative Assistant

2. This process includes the following elements:

   A. REVIEW AND APPROVAL
      The compensation of the aforementioned staff members is reviewed and approved by the Commissioner and the Executive Committee, provided that persons with conflicts of interest with regard to the compensation under review are not involved this approval process.

   B. CONCURRENT DOCUMENTATION AND RECORD KEEPING
      There is concurrent documentation and record keeping with respect to the deliberations and decisions regarding the compensation arrangement.
REIMBURSEMENT GUIDELINES

This policy applies to the following persons employed by the CIF Los Angeles City Section: (a) the Commissioner, (b) the Assistant Commissioner, (c) the Budget and Finance Manager, (d) the Marketing Development Coordinator, and (e) the Administrative Assistant.

1. AIR
   Reimbursement will be made for the cost of one unrestricted, coach/economy class airline ticket to and from the location of Section business.

2. CAR
   A. **Mileage** will be reimbursed at the approved IRS Standard Mileage Rates as of July 1st of each calendar year. If the IRS institutes a mid-year adjustment and the mileage rates increase, the new rates will not be implemented until the next fiscal year due to budgeting. If the IRS decreases the rates, they will be implemented immediately. If an employee chooses to drive instead of fly, reimbursement will be at the round-trip, coach/economy class airfare ticket rate or whichever travel is least expensive.

   B. **Parking** expenses and bridge fares shall be reimbursable; airport parking will be reimbursed at the long-term rate, and hotel parking will be reimbursed at the self-parking rate.

   C. **Ground Transportation** (van, coach and/or bus service) to and from the airport or other place of Section business shall be reimbursed. If the hotel provides courtesy shuttle service, there will be no reimbursement for other means of transportation without prior approval by the Commissioner.

   D. **Rental Cars** will not be reimbursed unless the Commissioner grants prior approval.

3. MEALS
   Expenses for meals will be reimbursed when the Section business (other than time spent in the office during normal operating hours) requires the employee to be away from home. A maximum, daily meal allowance of $50.00 will be reimbursed for each full day an employee is required to be away from his/her residence.

   Employees are entitled to reimbursement for individual meals when Section business requires that they be away from home during the normal time that breakfast, lunch or dinner would be served. The maximum reimbursement for each meal is $10.00 for breakfast, $15.00 for lunch, and $25.00 for dinner.

4. LODGING
   Reimbursement for overnight expenses may be authorized by the Commissioner when an employee is required to travel three or more hours each way on Section business, when the employee is required to depart from his/her residence prior to 6:00 a.m., when the return home is after midnight, and/or when returning home will present a safety concern or undue hardship.
5. MISCELLANEOUS

A. Telephone
Recognizing that the personal life of CIF LA City Section employees is disrupted when they travel on Section business, personal telephone calls to one’s home made during the required time away from home will be reimbursed for one call per day; maximum duration reimbursed is up to 15 minutes.

B. Gratuities and Tips
A maximum gratuity of 15% of the cost of a meal (not to exceed the maximum allowed per meal) shall be reimbursed. This amount may be increased to 20% when a meeting is conducted and the table or the room is used for an excessive length of time.

A maximum tip of $2.00 for baggage handlers, shuttle bus operators, taxi drivers and other personnel shall be reimbursable. The tip may be increased when excessive baggage is required (materials, equipment, books, handouts, etc.).

These expenses will be reimbursed upon the provision of a good faith written estimate and description of activities.

6. SPOUSES/GUESTS
Employee spouses/guests may participate in meals provided by the CIF LA City Section at the employee’s expense. The Section may pay for spouse/guest meals only if their attendance and participation is directly related to and a part of a specific activity or function of the meeting, and must be pre-approved by the Commissioner.

7. PROHIBITED REIMBURSEMENTS

A. Entertainment expenses are not reimbursable; these include games (i.e., golf, tennis, etc.), services (i.e., massages, physical training, grooming, etc.), and in-room movies.

B. Travel shall not be reimbursed for employee spouses, family members or other personal guests.

C. Alcohol is not reimbursable.

NOTE: The dates of Section meetings, conferences, etc. are published early, thus, employees can schedule and book flights in advance. Oftentimes a 7-day, 14-day, or 21-day advance ticket will be the same price. CIF Los Angeles City Section asks that employees book their flights at the best rate possible.
PURCHASING PROCEDURES

The following procedures should be followed for purchase of goods and services greater than $100.00. For purchases under $100.00, please see CHASE Platinum Business Purchasing Card and Additional Guidelines.

1. PURCHASE REQUISITION FORM
   A Purchase Requisition Form is completed and signed by the Commissioner or other authorized individual. The requisition and relevant supporting documentation is submitted to the Budget and Finance Manager. Please ensure there are sufficient budgeted monies for the purchase prior to submitting a purchase requisition. For restricted funds, purchase requisitions must also be approved by the Executive Committee. A Purchase Requisition Form must be completed, with an authorized signature, before orders can be placed.

2. AUTHORIZING PAYMENT UPON RECEIPT OF GOODS OR SERVICES
   All goods and services should be reviewed and/or inspected immediately upon receipt by the individual authorized to sign for such receipt. If a shipment is complete for all items on an order, return the invoice to the Budget and Finance Manager for payment processing. Checks will be processed within five business days of receipt of the invoice.

3. DAMAGES AND SHORTAGES
   If goods are found to be unacceptable for any reason or if the individual placing the order wishes to return merchandise, contact the Budget and Finance Manager immediately. Arrangements will be made for the goods to be picked up and returned to the vendor.

4. PARTIAL SHIPMENTS
   If a partial delivery of the original order has been received:

   ✓ Make a photocopy of the receiving report and/or packing slip.
   ✓ Circle and date each item received.
   ✓ Sign and date in the applicable partial shipment box.
   ✓ Submit this photocopy to the Budget and Finance Manager, along with the invoice. Repeat this procedure for subsequent partial shipments.

5. ORDERS OF $5,000 OR MORE
   When you are contemplating a purchase of $5,000.00 or more, please notify the Commissioner and Budget and Finance Manager before contacting vendors. For all purchases over $5,000.00, three (3) written bids, quotations and/or proposals are required before the Section can commit to the purchase. Copies of the bids or proposals must be submitted to the Budget and Finance Manager along with the Purchase Requisition Form. For orders where you believe that there is only one qualified vendor, you must obtain the Commissioner’s approval before initiating the procurement or contract renewal process.
ACCOUNTS RECEIVABLE

It is the policy of the CIF Los Angeles City Section to track all invoices to external customers for timely payment and accounting. All revenue, including contributions, sales of goods/event tickets, contractual monies, and/or membership dues, will be recorded in accordance with Generally Accepted Accounting Principles (GAAP). Receivables are credited to the appropriate revenue lines as presented in the annual budget and coded as designated in the Section’s Chart of Accounts. The below policy has been developed to prescribe the proper methods by which revenue shall be collected and recognized.

Revenue generated by the Section shall be collected and recognized in one of two ways: cash basis or accrual basis. The cash basis shall be used whenever payment for goods or services is to be received in advance of their provision. If payment is due anytime during or after the provision, the accrual basis shall be employed. Variations of this general policy may be made when in the opinion of the Executive Committee.

1. REVENUE RECOGNITION
   Under the cash basis, revenues are recognized only when cash is received and deposited into the designated account via the Section office. Under the accrual method, revenues are recognized and credited to specific revenue accounts when invoices are processed through QuickBooks. To ensure that charges are accurately recorded on a timely basis, invoices shall be prepared by the Budget and Finance Manager no later than the end of the month in which the charge occurs.

2. BILLING
   Each employee conducting a revenue generating activity shall prepare a report with supported documentation in the form of written sales orders, contracts, leases, agreements, etc. All sales reports shall be submitted with supporting documentation to the Budget and Finance Manager no less than thirty days from the time of the sales activity. Records must provide the name and complete address of each customer, the goods/services provided to each, and the amount owed by each.

3. INVOICE PREPARATION
   Once proper billing procedures have been completed, the Budget and Finance Manager will prepare an invoice. Invoices will be entered into QuickBooks, printed, and reviewed for accuracy and completeness. Invoices will then be mailed and/or e-mailed to the customer. Copies of invoices and supporting documents will be electronically filed and maintained by the Budget and Finance Manager.

The Section will use sequentially numbered invoices and account for any missing numbers. To ensure that billings are adequately supported and reflect the required terms and conditions, the Budget and Finance Manager will periodically trace a sampling of invoices to underlying source documents.

4. PAYMENT AND COLLECTIONS
   Receipt of payment must be secured through the use of a cash register, locked drop box, or locked cash bag. Revenues thus collected must be deposited to the Section within one business day. Payments on invoices must be mailed directly to the Section. Additionally, customers may pay invoices in person during business office hours.
The Budget and Finance Manager shall carry out collection procedures according to the following schedule:

<table>
<thead>
<tr>
<th>10 days past due</th>
<th>Reminder Letter/Second Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 days past due</td>
<td>Final Notice pending late fee</td>
</tr>
<tr>
<td>60 days past due</td>
<td>Late fee applied to amount owed</td>
</tr>
<tr>
<td>90 days past due</td>
<td>Account suspended</td>
</tr>
</tbody>
</table>

Exceptions to the above collection schedules may be made whenever it is determined that an extension of the payment deadline is warranted. Possible justifications for an exception may include untimely invoice delivery, lost or misplaced invoices, or incorrect customer information. Exceptions may only be granted with written approval from the Commissioner or designee and shall be documented in the customer’s file.

Accounts paid with checks that are later returned for insufficient funds shall be considered unpaid and shall be subject to collection procedures. In addition, the offending customer shall be assessed a fee to offset bank charges. Customers with more than one returned check in a fiscal year shall lose their check-writing privileges. All subsequent amounts owed by the customer will have to be remitted by cash or cashier’s check.
NOTE: The following illustrates the general steps taken in the development of the annual operating budget of the CIF Los Angeles City Section, as well as a calendar highlighting important dates.

1. MISSION STATEMENT
   To develop and assess the budgeting, monitoring, and forecasting processes in support of the mission and financial sustainability of the CIF Los Angeles City Section.

2. IN ACHIEVING OUR MISSION
   We will strive for information about the budget process that is:
   ✓ Timely and Transparent
   ✓ Open and Collaborative

   We will regularly review and update:
   ✓ Action Plans
   ✓ Policies and Procedures

3. OUR CURRENT ACTION PLAN
   ✓ Evaluate, Develop and Implement Budget Systems
   ✓ Streamline Policies and Procedures
   ✓ Budget and Monitor Financial Activities
   ✓ Forecast and Develop Long-term Plans
   ✓ Communicate and Report the Section’s Financial Position

The Section’s operating budget is developed and monitored in an annual cycle. The Commissioner works in conjunction with the Budget and Finance Manager to oversee the process, from development of programmatic budgets through consolidation at the Section-wide level. The procedures and related timeline set forth are intended to guide you on the steps taken from the initial planning conversations through the implementation of the Section’s operating budget at the start of the new fiscal year.

April

In mid-April, a projection of total revenue and expenses through fiscal year end will be produced. League Commissioners, Sport Coordinators, and office staff will be asked to provide explanations for significant variances in revenues and expenditures, and how these variances may affect the subsequent fiscal year.

May

Upon completion of its analysis of the submitted budget proposals, the Budget and Finance Manager finalizes a budget proposal to present to the Executive Committee. The final proposal is completed and
follows a review process by the Executive Committee, Commissioner, and Budget and Finance Manager. Concerns or questions are addressed or analyzed further.

**June**

The finalized operating budget and related enabling resolutions are presented for approval to the Board of Managers. At the end of June the approved budget is uploaded to the Section’s official website for public viewership.
CASHIERING POLICY

The below procedures establishes CIF Los Angeles City Section’s policies related to handling and processing cash and cash equivalents. Its purpose is to ensure that these important assets are protected, accurately processed, and properly reported.

Certain basic internal control principles must be adhered to in regard to collecting and accounting for cash and cash equivalents. These basic principles are:

1. **ACCOUNTABILITY**
   Ensures that Section employees who process and/or handle cash and cash equivalents can be held responsible in fulfilling their duties.

   Accountability is present when the following three areas are addressed:
   - Knowledge of who has or had access to, and why he/she has or had access to, cash and cash equivalents;
   - Knowledge of where cash or cash equivalent assets are at all times; and
   - Knowledge of what transpired from the beginning of a cash handling process to the conclusion of the process.

2. **SEPARATION OF DUTIES**
   Ensures that two or more qualified and authorized persons are involved in the key, most sensitive activities related to the collection, handling, depositing, and accounting processes.

3. **SECURITY (PHYSICAL AND INFORMATION)**
   Ensures that employees involved in the handling of cash and cash equivalents are, at all times, protected from physical harm. Ensure that cash and cash equivalents are, at all times, protected from loss or misuse. Ensure that technology resources (i.e. hardware and confidential payment information) are, at all times, protected from loss, corruption or compromise to confidentiality.

4. **RECONCILIATION OF ACCOUNTS**
   Provides assurance that cash and cash equivalents collected and reported as deposited are deposited accurately and timely into authorized Section bank accounts. Provides assurance that general ledger recordings/transactions are accurate.

The Budget and Finance Manager shall develop and publish Section-wide cash handling policies and procedures and provide general coordination and assistance to employees. The Budget and Finance Manager, in compliance with delegations made by the Commissioner and Executive Committee, shall:

1. Select the commercial banks into which funds of the Section are deposited and from which such funds are disbursed,
2. Designate the name of the Section to all bank accounts and assume direct ownership of such bank accounts, including time certificates of deposit, and to make withdrawals from or close such accounts,
3. Designate representatives of the Section who may sign checks or other orders for the payment of money, including electronic transfers of funds (EFT), Credit/Debit cards, wire transfers and ACH transfers, and to approve the use of and direct banks to honor facsimile signatures.
4. Make arrangements for internet payment services, lockbox, electronic transfer of funds, escrow services, credit/debit card and other services to facilitate the collection or disbursement of funds, and
5. Open, make changes to, and close Section bank accounts.

Types of payments received are:

1. **CURRENCY AND COIN (“CASH”)**
   Currency and Coin are the most liquid of assets and must be immediately, and at all times, protected against loss. The physical security of Currency and Coin is crucial. Financial recording of Currency and Coin immediately upon receipt is an essential function that ensures employee accountability. Employee accountability requires that an individual knows who has authorized access to an asset, why he/she has access to the asset, where an asset is at all times, and what has occurred to the asset from the beginning to the end of the cash-handling transaction.

2. **CHECKS/CASH EQUIVALENTS (INCLUDING MONEY ORDERS, TRAVELERS CHECKS AND CERTIFIED CHECKS)**
   The term “check” (including those instruments issued and commonly called warrants by the State of California) means any negotiable demand draft drawn on or payable through a United States office of a depository institution that is a qualified member of the United States’ Federal Reserve Bank. All checks must be made payable to **CIF Los Angeles City Section** and must include dating no earlier than 180 days prior to the day of acceptance, and no later than the day of acceptance. It must be legible and have a consistent amount, both numeric and written, with proper account holder signature(s).

   Payments may be made in person or by mail. The general cashiering policies for receiving and recording cash and cash equivalent are as follows:
   
   1. Separation of duties must be maintained when cash is received. No single person should have complete control over the entire process of receiving, processing applying a payment, preparing the bank deposit and verifying the deposit.
   2. Tasks incompatible with cashiering shall not be performed by cashiers.
   3. The person collecting cash, issuing cash receipts, and preparing the departmental deposit shall be someone other than the person verifying the deposit.
   4. Mail remittances should not be verified as a payment to the Section and then processed by the same employee.

   Individual accountability must be maintained and documented for all cash handling procedures. A unique identifier not accessible or shared with other people shall be assigned to each cashier and/or individual in a department. A cash register drawer, a cash drawer insert or another secure cash receptacle to which only the cashier has access will be provided. An individual endorsement stamp or its mechanical or electronic equivalent will be provided to allow for tracking of deposited and/or returned items back to the department and individual that/who accepted the items. Cashiers must lock all cash in a drawer or secure receptacle whenever leaving the immediate area. Documentation of cash differences must be maintained for each cashier.
All transfers of Cash and Cash Equivalents must be documented and the documentation of accountability maintained by category (i.e. currency, checks and other forms of payment). Cash receiving and recording must be made:

1. In a timely manner, Checks and Cash Equivalents must be restrictively endorsed “for deposit only.”
2. Reductions of recorded cash accountability, e.g., voids and refunds, must be supported by all copies of the document involved, explained, and approved in writing by the cashier’s supervisor at the time of occurrence where practical, but no later than the end of the day.
3. Current day collections of Main Cashiering Stations must be deposited the same day, or at a minimum on the following business day.
4. Collections at satellite stations and event locations must be deposited at the Section office.

Sale of Admission or Event Tickets in person, procedures, standards and security must be equivalent to those stated in the Cash/Cash Equivalent Receiving and Recording procedures. Tickets must be consecutively pre-numbered or produced by electronic means, when the numbering system is not accessible to ticket sellers. Each ticket is considered both the product and the receipt. All ticket sales must be balanced to their generated revenue on a daily basis. When admission tickets or individual items are sold at the gates of athletic or other events, cashiering equipment may not always be present, nor may receipts be issued. The supervising attendant must safeguard tickets, including the use of pre-numbered ticket stock, and cash collections and must ensure that the number of tickets or items sold corresponds to the expected revenue from the sale of the tickets or items. A full accounting of “tickets sold” against cash received and amount posted to the general ledger should be completed periodically to make certain that assets distributed at the point of sale are properly converted to cash and that the cash is being deposited into the cashier’s cash box.

All cash and cash equivalents shall be physically protected from loss at all times. Excess cash must be removed from the point of sale location during the business day and transferred to a secure cash handling area/vault. Deposits must be adequately protected from loss while in transit. When necessary, armored car service or police protection should be used. Cash and cash equivalents must be locked in a secure receptacle or safe at all times except when signed out by a cashier for working cash. If more than $2,500 in cash and cash equivalents is regularly on hand, a manual robbery alarm system or other appropriate measures must be installed for use during business hours to alert police if an irregularity occurs. If more than $25,000 in cash and cash equivalents is stored, an automated alarm system is required to alert police if the storage area is entered after business hours. The combination of a safe must be given only to supervisory and authorized personnel who must then commit the combination to memory. A record of the combination, sealed and open only under double-custody to prevent undetected access, must be maintained away from the safe area. A safe must be opened in such a way that other persons do not view the combination. To the maximum extent practical, a safe must be locked between uses during business hours. A safe’s combination must be changed whenever a person who knows the combination leaves the employ of a cash handling department. In addition, the combination must be changed at least once a year. Each cashier must be provided with a separate lockable box or compartment in the safe to which only that cashier has access. Duplicate keys must safely stored away from the safe and be retrieved only under dual control.

Transporting deposits between cashiering sites or to the bank will be done in a secure manner in order to protect the financial assets and individuals involved in transport. Satellite cashiering stations may transport cash and cash equivalents to the Section office safe using the following methods:
1. By a secure, armored car service.
2. By employees, in dual custody, transporting (walking or driving) the deposit to the Section office; in the case of cash deposits in excess of $2,500, employees should be escorted by a police officer/security guard.

Accountability for and documentation of the custody of cash and cash equivalents must be continually maintained when preparing and transferring deposits to banks.

1. Deposits must be validated and prepared under dual custody at all times in a safe and secure area.
2. The validation and preparation of cash deposits must not be visible outside of the deposit handling area.
3. A report of cash collections signed by the preparer must accompany each deposit to the Section office from a satellite location.
4. A report of cash recorded, cash deposited and cash collections that are over or short, accompanied by supporting documentation (including cash register audit tapes, as applicable), must be sent to the Budget and Finance Manager.

Deposits to banks must be reviewed, approved and recorded to the general ledger in a timely manner. Individuals with cash handling responsibilities may not prepare and post journal entries.

Change funds are provided as a service for events that require such operating funds. Section policies must be established to appropriately protect these funds from loss through the provision of safes, vaults or money chests for amounts exceeding $100.00. The Budget and Finance Manager will approve the establishment of these funds. Cash handlers must not exchange checks for currency to make change for each other. The responsible custodian of the change fund will be charged if the change fund is stolen or if there is a shortage or overage in the change fund. The balance of the change fund must remain constant at all times.
CHASE PLATINUM BUSINESS PURCHASING CARD

The CHASE Platinum Business Purchasing Card (P-Card) should be used for purchases of $500 or less, unless authorization for a larger purchase is granted in writing by the Commissioner and/or Budget and Finance Manager in advance. These procedures are intended to provide cardholders with information about the Section’s P-Card program and to familiarize them with their responsibilities as cardholders.

This purchasing card is accepted worldwide at any location that accepts VISA. This purchasing card is very similar to a bank issued debit card; all charges are paid directly by the CIF Los Angeles City Section.

1. USES

The P-Card is a debit card and must be used in such a manner that will ensure the security and safekeeping of the P-Card and its account number at all times. The cardholder is responsible for keeping the P-Card secure on Section premises, unless required to make off-site purchases.

The P-Card is the required method for the purchases of small dollar value ($500.00 or less) miscellaneous expenses, materials, and services. Exceptions will be made where vendors do not accept VISA. Types of commodities and services that can be charged are:

- Business Meals
- Subscriptions
- Registrations
- Books
- Brochures, Catalogs, and/or Price Lists
- Promotional Supplies
- Dues and Memberships
- Travel (when approved)
- Office Supplies and Computer Software

2. RESTRICTIONS

The P-Card is for official business use only. It may not be used for personal expenditures. Additionally, the P-Card cannot be used to purchase the following items:

- Cash Advances or Cash Awards (including honorariums)
- Construction or Remodeling
- Employee Benefits
- Fines, Late Fees, or Penalties (including parking tickets)
- Personal Purchases
- Gifts
- Service Contracts
- Special Services (i.e., Independent Contractors, Performers, Consultants, Speakers)
- Scholarships or Stipends

Cardholders cannot split transactions into smaller amounts to avoid dollar limits placed on the P-Card. If you need to purchase an item above the limit, please contact the Budget and Finance Manager for special
consideration. P-Card privileges may be revoked, temporarily and/or permanently, by the Section if the cardholder fails to comply with the procedures outlined in this policy.

3. PURCHASING LIMITS
Purchase amounts are limited as follows, unless otherwise approved by the Executive Committee, Commissioner, and/or Budget and Finance Manager:

- $500.00 maximum per transaction;
- $2,000.00 aggregate transaction limit per month.

4. AUTHORIZED CARDHOLDERS/USERS
Purchasing cards are issued solely to the Commissioner, Assistant Commissioner, and the Budget and Finance Manager; these three positions are bank account designees/signors, as delegated by the Executive Committee. Each Cardholder will receive a copy of the procedures and sign for receipt of the card as well as acknowledgement of the guidelines set forth in this policy manual. Any purchases of $100.00 or more require the completion of the Purchase Requisition Form. Guidelines for purchasing goods and services are outlined under Purchasing Procedures in this manual.

The Budget and Finance Manager will verify charges and reconcile them to the proper account in QuickBooks. Cardholders should retain a copy original receipts for their records. Cardholders are responsible for returns and exchanges and following through on appropriate credits. The Budget and Finance Manager should be notified of returns and pending credits.

The Budget and Finance Manager will perform the following procedures on a monthly basis:

- Receive and process monthly purchasing card billing statement for payment and input to general ledger.
- Perform post-audits of purchasing card transaction activity to ensure proper adherence to the policies of the Section.

5. ROLES AND RESPONSIBILITIES OF THE CARDHOLDER
Cardholders warrant and agree that the P-Card shall be used only for related business purposes within the cardholder’s authorized level and for approved budgeted expenditures. They are responsible for all purchases made with the card, for ensuring proper credit appears on the bank statement for the return of merchandise, and initiating and handling any and all disputes with suppliers/vendors.

The cardholder is to report the loss/theft of their card (or account number) immediately to the Budget and Finance Manager. In addition, the cardholder must provide and sign a brief narrative on circumstances to the Budget and Finance Manager and/or Commissioner. Upon notification to CHASE Bank of a lost or stolen card, further use of the P-Card will be blocked/suspended. Prompt action in these circumstances can reduce the Section’s liability for fraudulent charges.

In the event that the cardholder’s employment is terminated, the Section must initiate cancellation of the P-Card account. Purchasing card accounts cannot be reassigned from one employee to another. The Budget and Finance Manager should be contacted immediately and the P-Card should be cut in half.
SECTION ISSUED CELL PHONES

Cell phones provided by the Section are restricted to business use only. A monthly review of telephone billing by the Budget and Finance Manager will take place. In order to assure business use of cell phones, which are carried to other locales and/or used in a personal automobile, the employee to whom the cell phone is assigned is required to stipulate that at least 75% of the calls made are for business purposes. In addition, the employee is required to reimburse the Section for any personal use.

1. PURPOSE
CIF Los Angeles City Section issues cellular phones/mobile devices to employees who are required to be in close contact with the Section at all times. This policy applies to any Section-owned cellular and/or mobile device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and/or allows for the reading of/responding to e-mail. The purpose of this policy is to provide clarification for the issuance of Section-owned cell phones/devices and to establish protocol for appropriate usage. While cell phones/devices are a necessary convenience of the business world, CIF Los Angeles City Section requires that employees follow the guidelines listed below for their own and others’ safety.

2. ISSUANCE
A Section-owned cell phone or mobile device will be issued under one or more of the following conditions:

- Job responsibilities require an employee to be away from regular landline access for extended periods of time and communication by the employee is necessary to fulfill job objectives.
- The employee’s role requires the ability to conduct two-way communication at all times.

The issuance of Section-owned cell phones and mobile devices shall be approved by the Executive Committee. It shall be the responsibility of the Commissioner to ensure that funds are budgeted for the purchase and monthly service costs prior to issuance. If granted approval, the employee shall receive the following:

- One, Section-owned cellular/mobile device, which includes one earpiece, one USB cord, and one wall adapter.
- One, Section-owned protective cover/case.
- Should the employee option to not accept the Section-owned cellular/mobile device, the employee will forfeit this benefit and the Section will not approve the authorization of a stipend to off-set business use of a personal cellular device.

Additional accessories expenses – car chargers, alternate USB cables, alternate covers/cases, alternate earpieces, alternate adapters, hands-free devices and attachments – will be at the expense of the employee issued the Section-owned cell phone/device.

3. USAGE
CIF Los Angeles City Section entrusts employees with communications equipment to enhance productivity and safety. It is the employee’s responsibility to use the equipment prudently, and it is required that usage be professional and conscientious at all times.
Cell phones and mobile devices provided to employees by the Section are the property of CIF Los Angeles City Section and are to be used to conduct Section business; incidental personal use is permitted.

Employee responsibilities for the use of Section-owned cell phones and mobile devices include:

- Protecting the Section-owned cell phone/device from theft, loss, and/or damage.
- Immediately reporting loss or theft to the supervisor and Budget and Finance Manager.
- As cell phone calls are not secure, using discretion while making sensitive or confidential calls.
- Immediately returning the Section-owned cell phone/device to the Budget and Finance Manager if it is determined that the phone is no longer necessary, or upon leaving CIF Los Angeles City Section employment.

The general use of Section-owned cell phones shall not be in lieu of more cost effective, safe, and available means of communications. The Section reserves the right to monitor the use of all CIF Los Angeles City Section-owned cell phones and mobile devices. Cell phone use in violation of any local, state, and/or federal law is prohibited. Cell phone use in violation of Section policies or for the purpose of personal financial gain is prohibited.

Lost, damaged, and/or or stolen Section-owned cell phones/devices may be replaced, per carrier/service provider guidelines. Any deductible incurred will be reimbursed to the employee issued a Section-owned cell phone/device. Replacement of lost, damaged, and/or stolen employer-provided cell phone/mobile device accessories – earpiece, USB cable, wall adapter, and case/cover – are the responsibility of the employee.

Upon resignation or termination of employment, or at any time upon request, the employee must produce the Section-owned cell phone/device for return; employees will have five (5) business days following the end of employment to return the Section-owned cell phone/device. Employees unable to present the phone in good working condition within the time period requested must bear the cost of replacement. Alternatively, an employee may choose to purchase the cell phone for personal use/ownership from the Section at the current fair market value of the mobile device.

4. PERSONAL USE

Section-owned cell phones/devices are issued for work-related activities. While it is understood that occasional personal calls of short duration may be necessary when no other immediate means of communication is available, personal calls, incoming and outgoing, must be kept to a minimum and must be incidental to business use. Employees should use good judgment when making personal calls.

IRS regulations stipulate that to be able to exclude from the employee’s taxable income the use of a Section-owned cell phone, the Section must have some method to require the employee to keep records that distinguish business from personal phone charges (see http://www.irs.gov/uac/IRS-Issues-Guidance-on-Tax-Treatment-of-Cell-Phones;-Provides-Small-Business-Recordkeeping-Relief). To comply with this requirement, the Section will track personal usage using the monthly detailed billing statements provided by the carrier/service provider. If an employee’s personal usage causes the Section’s total to exceed the carrier/service provider’s contracted plan maximum, the employee must reimburse the Section for the excess at the “overage” rate specified on the applicable billing period’s invoice statement. Employees may provide reimbursement by payroll deduction or by personal check. Failure to reimburse the Section for the
cost of personal usage will result in tax liability for the employee and confiscation of the Section-owned cell phone/device, as well as possible disciplinary action.

The addition of personal, alternate lines are prohibited by the Section. Alternate arrangements may be discussed if the employee chooses to purchase the cell phone/device from the Section at the current fair market value.

5. DRIVING

Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Employees whose job responsibilities include regular or occasional driving and who are issued a Section-owned cell phone for business use are expected to refrain from using their phone while driving; the only exception is with the use of a hands-free device and in accordance with applicable laws. Every effort should be made to pull to the side of the road to a safe location prior to answering or initiating cell phone calls. This rule also applies to privately-owned cell phones during working/business hours.

If acceptance of a call is unavoidable and pulling over is not a safe option;

✔ Use hands-free devices,
✔ Use the voice-activated or speed dial feature,
✔ Keep the call short,
✔ Do not take notes, text message, and/or e-mail while driving,
✔ Refrain from discussion of complicated or emotional issues, and
✔ Keep eyes and attention on the road and both hands free to operate the vehicle.

Special care should be taken in situations

✔ Where there is moderate to heavy traffic,
✔ Inclement weather, and/or
✔ Driving in an unfamiliar area.

Employees who job responsibilities do not specifically include driving as an essential function, but who are issued a Section-owned cell phone for business use, are also expected to abide by the above provisions. Employees who are charged with traffic violations resulting from the use of their cell phone while driving will be solely responsible for all liabilities that result from such actions.

As with any policy, management staff is expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.
MEMBERSHIP DUES ASSESSMENT

1. MEMBERSHIP LEVELS

A. Full Membership
Full membership consists of schools that have a comprehensive, stable, and well-established program of sports and who are able to compete in a league structure. These members pay dues to CIF State, CIF Los Angeles City Section (CIFLACS), and the league in which they are placed by the CIFLACS Board of Managers. They have representation to the CIF and CIFLACS governance structure through their league representatives and direct representation from each school on their league Board of Managers. They also have access to participation in CIF/CIFLACS playoffs through their league competition and CIF/CIFLACS qualification process.

B. Associate Membership
Associate membership is generally for new schools just getting started with an athletic program. This level of membership is typically for schools that have a sports program that is not well-established or varies greatly from year to year due to enrollment and/or other issues; therefore, they are unable to meet the full obligations of league membership. Associate members pay dues to CIF and CIFLACS, but are not members of any league and would not qualify for playoff participation. They may attend governance meetings and would be recognized from the floor, but do not qualify for CIF/CIFLACS playoffs because qualification is a culmination of season-long league play.

2. DUES STRUCTURE
All dues assessments are based upon the numbers from the previous school year. As in other CIF Sections, member schools in the CIF Los Angeles City Section are assessed fees to cover the administration of each school’s athletic program. The CIF Los Angeles City Section Dues structure includes three specific areas, with assessments made on an annual basis. These areas are as follows:

✓ Administrative Fee for services provided by the Section Office.
✓ Sport Fee to assist with sport specific costs.
✓ Playoff Entry Fee to assist with playoff expenses.

NOTE: Associate member schools that do not field any teams will be assessed a flat fee of $250 for their membership; otherwise the 3-fee structure applies.

A. Administrative Fee
The Administrative Fee is based on each school’s membership status and enrollment. A school’s enrollment is determined by the CBEDS from the October norm day of the past school year, which is provided by the California Department of Education. Since total enrollment of each member school encompasses such a wide range, a three-tiered system is in place:

<table>
<thead>
<tr>
<th>Tier</th>
<th>Enrollment Range</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>1-1000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Two</td>
<td>1001-2000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Three</td>
<td>2001 and above</td>
<td>$3,000</td>
</tr>
</tbody>
</table>
B. Sport Fee

A Sport Fee is assessed at the rate of $100 per sport, per level for all schools.

Example:

<table>
<thead>
<tr>
<th></th>
<th>Girls Basketball</th>
<th>Boys Basketball</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh Soft</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>JV</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>Varsity</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>SUBTOTALS</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$600.00</td>
</tr>
</tbody>
</table>

Schools have until schedules are finalized for each season of sport to drop a team and not be charged.

The sports of Cross Country, Swimming, and Track & Field are counted as two sports, one for boys and one for girls; with no per level assessment.

C. Playoff Entry Fee

Schools whose teams and/or individuals qualify to participate in the Section Playoffs will be assessed $100 per team sport and $10 per athlete in individual sports.

Example:

<table>
<thead>
<tr>
<th></th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Track &amp; Field</td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Discus</td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>SUBTOTALS</td>
<td>$100.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$110.00</td>
<td></td>
</tr>
</tbody>
</table>

3. PAYMENT

CIF Los Angeles City Section membership fees are collected on an annual basis.

Payment may be made via check, money order, or cashier’s check.

Pay to the order of:

CIF Los Angeles City Section
Mail Payment to:

8401 Arleta Avenue  
Sun Valley, CA 91352

Payment is due in FULL no later than the specified deadline; late fees apply thereafter, followed by subsequent suspension from the Section. Deadline for payment is October 1st of each school year, which is indicated in the cover letter attached to the initial mailing of the dues invoice. This is distributed to Athletic Directors, Assistant Principals, and Finance Managers.

The initial bill notification is sent out in late spring (no later than June 30th) via mail. A 20% late fee is incurred after the payment deadline; checks must be postmarked on or before October 1st to avoid late fees. The final, drop deadline for payment is November 1st. Schools that have not paid in full by the final, drop deadline, including additional late fees, are subject to suspension of membership from CIFLACS. No sports participation or scheduling will be allowed until financial obligations have been met. Checks must be postmarked on or before November 1st.

Deadline schedule approved by the Board of Managers during the official meeting held January 27, 2014.
ADDITIONAL GUIDELINES

1. EXPENSE REVIEW
   All expenses generated by the Section shall be subject to review by the Commissioner, Budget and Finance Manager, and the Executive Committee.

2. FISCAL YEAR
   The fiscal year of the CIF Los Angeles City Section is July 1 through June 30.

3. FINANCIAL REPORTS
   Financial reports of the Section will be prepared and delivered to the Executive Committee and Board of Managers, at the minimum, three times annually.

4. MANAGEMENT OF PLAYOFF AND CHAMPIONSHIP EVENTS
   For procedures and guidelines, please refer to the Playoff Bulletin and/or Gold Book.

5. INVENTORY/FIXED ASSETS
   The Budget and Finance Manager shall be responsible for the maintenance of a complete inventory of all property of the CIF Los Angeles City Section including, but not limited to, equipment and furniture. Inventory will be reviewed annually by the Commissioner and Budget and Finance Manager; such a review will result in recommendations for disposal of those items listed as obsolete and/or recommendations for equipment or furniture replacement/augmentation. All obsolete items with a value greater than $500.00 will be brought to the executive Committee for approval prior to disposal. Additionally, the purpose of the review will be to verify the accuracy of the inventory.

   This accounting policy also establishes the minimum cost (capitalization amount) that shall be used to determine the capital assets that are to be recorded in CIF Los Angeles City Section’s annual financial statements (or books). A “Capital Asset” is defined as a unit of property that: (1) has an economic useful life that extends beyond 12 months; and (2) was acquired or produced for a cost of $500.00 or more. Capital Assets must be capitalized and depreciated for financial statement (or bookkeeping) purposes. The Section establishes $500.00 as the threshold amount for minimum capitalization. Any items costing below this amount should be expensed in the Section’s financial statements (or books). All Capital Assets are recorded at historical cost as of the date acquired.

   Tangible assets costing below the aforementioned threshold amount are recorded as an expense for the Section’s annual financial statements. Alternatively, assets with an economic useful life of 12 months or less are required to be expensed for financial statement purposes, regardless of the acquisition or production cost. An invoice substantiating an acquisition cost of each unit of property shall be retained for a minimum of four years.

   Estimated useful lives of capitalized assets shall be determined by the Executive Committee in conjunction with the Commissioner and employee that shall utilize the asset. The following is a list of the estimated useful lives of each category of fixed asset for depreciation purposes:

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers and Digital Cameras</td>
<td>5 years (60 months)</td>
</tr>
</tbody>
</table>
6. CONTRACT/AGREEMENT SIGNING AUTHORITY
The CIF Los Angeles City Section Executive Committee has authorized the Commissioner to execute contracts and agreements necessary for the conduct of the Section’s business. No person is authorized to execute such documents on behalf of the Section unless authority to do so has been delegated in writing by the Executive Committee and/or the Commissioner. Failure to observe this requirement may result in personal liability on the contract or individual responsibility for the representations made.

7. ACCOUNTS PAYABLE
NOTE: For purchases of goods and services (including non-travel, out of pocket Section expenses) over $100.00, please refer to the Purchasing Procedures and Reimbursement Guidelines outlined in this manual. For purchases under $100.00, please follow the procedures below.

In order for payment to be processed, the following documentation must be submitted to the Budget and Finance Manager:

✓ Actual invoice or receipt for expenditure.
✓ The actual invoice or receipt must provide a detailed description of the purchase. Copies of receipts or actual credit card statements will not be accepted in the normal course. In the rare case that an actual receipt is not available, a copy of the receipt or credit card statement will be accepted under the condition that the employee sign a statement attesting that no actual receipt is available and that a duplicate charge will not be submitted. Employees who repeatedly avail themselves of the receipt alternative may have this privilege revoked.
✓ Description of the business purpose of the expenditure, and signed approval on the invoice/receipt by the Commissioner.

All payment requests must be signed by the Commissioner; in the absence of the Commissioner, the Assistant Commissioner or the Budget and Finance Manager may authorize purchases. For out-of-pocket expense reimbursements, the employee's supervisor must approve the Reimbursement Form. Any issues or concerns regarding these expenses will be discussed with the Budget and Finance Manager (or with the Commissioner with regards to the expenses of the Budget and Finance Manager). Digital signatures (i.e., e-mail approval) will be accepted in select circumstances.

Payment requests should be submitted on a timely basis to the Budget and Finance Manager for processing. Requests for checks should normally be processed within 5 business days of receipt.

8. FINES
The penalties set forth are to be applied by the CIF Los Angeles City Section. It is also determined that a fine does not eliminate or override the powers of the Commissioner and/or Board of Managers to penalize or suspend any member school for continued violations of CIF or Section Bylaws.

The penalties below may be applicable to misconduct relating, but not limited to violations of eligibility, missing required form deadlines, late playoff income reporting, forfeitures, and dropping sports teams after the league schedules have been finalized.
A. Penalties
The Section shall enact a 3-strike rule in determining appropriate fines for individual, school, or league misconduct.

(1) First Offense

✓ Notice sent to the school/individual as a reminder of policies and procedures.
✓ $100 fine imposed by the Section; due upon receipt of notice.

(2) Second Offense

✓ Notice of misconduct sent to school/individual.
✓ $200 fine imposed by the Section; due upon receipt of notice.

(3) Third Offense

✓ Notice of misconduct sent to school/individual.
✓ $300 fine imposed by the Section; due upon receipt of notice.
✓ Program suspension.

Schools that drop a program will automatically be charged a flat fee of $200.

Schools that do not meet the timeline for submitting ticket report forms may jeopardize hosting future playoff games.

The Commissioner may impose sanctions on schools/individuals who have a continued and excessive amount of offenses; sanctions may include, but are not limited to probation, participation suspension in regular season and/or playoffs, loss of privilege to host playoff games, monetary fines up to $1,000 per violation, and suspension of membership from CIF Los Angeles City Section. An appeal may be submitted to refute any fines; please refer to the Appendices for more information.